

# **Weatherization Assistance for Low Income Persons Alaska Housing Finance Corporation – Program 4**

## **I. PROGRAM OBJECTIVES**

The objective of the weatherization assistance for low income persons program is to conserve energy and reduce the impact of rising energy costs on low income persons, particularly the elderly and the disabled and families with children under 6 years of age, through the installation of energy conserving measures in their dwellings.

The program includes federal pass through and state monies and the audit should be in accordance with state and federal audit requirements.

## **II. PROGRAM PROCEDURES**

The weatherization program is implemented through annually awarded grants at the local level.

## **III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES**

Auditors should be advised that the provisions below only relate to activity funded with state monies. Federal requirements are guided by CFDA Number 81.042.

### **A. TYPES OF SERVICES ALLOWED OR UNALLOWED**

#### Compliance Requirements

The Department maintains, and auditors are requested to review, amounts (regionalized by community) that can be expended per dwelling unit for the below-listed weatherization materials. The materials must meet the U.S. Department of Energy's standards for quality and installation techniques, as cited in the Federal Register on February 27, 1980 as amended on January 4, 1985 **and updated on April 1, 2001**. Eligible materials include:

- 1) Caulking and weather stripping of doors and windows;
- 2) Furnace efficiency modifications including:
  - (a) Replacement burners designed to substantially increase energy efficiency of the heating system;
  - (b) Devices for minimizing energy loss through heating system, chimney or venting system; and
  - (c) Electrical or mechanical furnace ignition systems which replace standing gas pilot lights.

- 3) Programmable thermostats;
  - 4) Ceiling, attic, wall, floor, and duct insulation;
  - 5) Water heater insulation;
  - 6) Storm windows and doors, multi glazed windows and doors, heat-absorbing or heat-reflective window and door materials; and
  - 7) The following insulation or energy conserving devices or technologies:
    - (a) skirting,
    - (b) items to improve ventilation,
    - (c) vapor barriers,
    - (d) materials used as a patch to reduce infiltration through the building envelope,
    - (e) water flow controllers,
    - (f) movable insulation systems for windows,
    - (g) materials to construct vestibules,
    - (h) pipe and boiler insulation,
    - (i) heat exchanger,
    - (j) thermostat control systems,
    - (k) replacement windows and doors,
    - (l) materials used for water heater modifications which will result in improved energy efficiency,
    - (m) hot water heat pumps,
    - (n) waste heat recovery devices,
    - (o) materials used for heating and cooling system repairs and modifications which will result in improved energy efficiency,
    - (p) materials used for boiler repair and modifications which will result in improved energy efficiency,
    - (q) repairs or replacement of refrigerators, water heaters, lighting equipment and other electrical efficiency equipment, and
    - (r) other items approved by the Department (Check with departmental staff for additional items).
- 10 CFR 440.16, 15 AAC 155.470

Funds cannot be expended for:

- (1) Dwelling units and residential buildings that have been weatherized under U.S. Department of Energy low income weatherization programs after September 30, 1993[;].
- (2) Dwelling units and residential buildings which are to be destroyed, abandoned, or converted to another purpose within 12 months; and

- (3) Dwelling units and residential buildings that are not used as year-round permanent residences.  
10 CFR 440.16(c) and 15 AAC 155.440

Suggested Audit Procedures

- Test financial and related records and determine the purposes for which the funds were expended.

Compliance Requirement

Program support costs must be in accordance with the applicable percentages identified in the regulations and specified in the grant agreement.

Suggested Audit Procedures

- Test financial and related records determine the purposes for which funds were expended; and
- Verify that the cost of materials and program support were the applicable percentages of the total expenditures; and that the per unit limit, in accordance with the appropriate state or federal regulation, was not exceeded.

Compliance Requirement

Administrative costs may not exceed 15 percent of the program money expended under a grant or the granted percentage, whichever is less. 15 AAC 155.450

Suggested Audit Procedures

- Test financial and related records to determine the purposes for which funds were expended; and
- Verify that administrative costs did not exceed the appropriate percent of the total program funds expended appropriately under the grant.

Compliance Requirement

All interest earned on grant money must be returned to Alaska Housing Finance Corporation (AHFC) upon completion of the project. 15 AAC 154.040 (6)

Suggested Audit Procedure

- Review financial and related records, and if appropriate, any previous audit reports, to determine interest accrued on grant funds to date and verify that all interest earned on grant funds have been paid back to AHFC.

**B. ELIGIBILITY**

Compliance Requirements

Only dwellings occupied by households with a combined income at or below 60 percent of annual median income for the state as specified under the Low Income Home Energy Assistance program and regionalized within Alaska. This criteria is updated annually. 15 AAC 155.430

Priority must be given to eligible applicants who are handicapped, elderly, families with children under 6 years of age, and most in need.

10 CFR 440.15(a)(2), 440.20 and 15 AAC 155.430

Suggested Audit Procedures

- Review the procedures for ascertaining eligibility and selecting participants and evaluate for adequacy.
- Review selected files and determine whether applicants have been selected in accordance with the prescribed procedures.

**C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS**

There are no matching or level of effort requirements.

**D. REPORTING REQUIREMENTS**

Compliance Requirement

Grantees must submit monthly progress reports containing financial, labor, and program data. Reports are to be in a form specified in the grant agreement.

Suggested Audit Procedures

- Obtain copies of submitted reports and assess for completeness of submission; and
- Trace data in selected reports to supporting documentation.

**E. SPECIAL TESTS AND PROVISIONS**

Compliance Requirements

1) The grant agreement will specify any special requirement to which the grantee must adhere.

2) The Alaska Attorney General determined in 1986 that the Little Davis Bacon Act did not apply to the Weatherization Assistance Program. A copy of that opinion is available for inspection with each subgrantee, and with program staff at the Alaska Housing Finance Corporation.

Suggested Audit Procedures

- Review grant agreement, identify any special requirements; and
- Verify the requirements were met.

The auditor is not expected to test for compliance with the Little Davis Bacon Act.

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